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C-O-N-F-I-D-E-N-T-I-A-L.

OFFICE OF TRAINING REGULATION NO. 20-6

22 August 1963

SUBJECT : Exit Processing of Personnel in OTR

RESCISSION: OTR Regulation 20-6, dated 6 June 1957

1. GENERAL

Employees who leave the Office of Training either on PCS or TDY will report to the Personnel Officer, OTR, for exit processing.

2. PROCEDURES

a. Employees who are leaving the Office of Training on PCS will notify the Personnel Officer, OTR, at least two weeks in advance of departure date. The Personnel Officer will schedule necessary appointments, including one with the Director of Training, for the individual's final OTR clearance and will certify to his having completed OTR's established processing.

b. Employees who are leaving the Office of Training on TDY for assignments (exclusive of routine trips to [redacted]) will notify the Personnel Officer, OTR, as soon as possible after a definite departure date is set. The Personnel Officer will schedule appointments as necessary. The OTR final exit clearance will not be required.



MATTHEW BAIRD
Director of Training

Distribution:
All OTR Employees

GROUP 1
Excluded from automatic
downgrading and
declassification